

VACANCY NOTICE
RHODE ISLAND JUDICIARY

Title of Position:	<u>Janitor</u>	Classification Code:	<u>02162200</u>
Salary Range:	<u>Gr. 309A \$30,798 - \$32,857</u>	Reference Position Number:	<u>2710-10200-#605</u>
Department or Agency Name:	<u>Judicial</u>	Application Period:	<u>December 9 - 19, 2011</u>
Division/Section/Unit:	<u>Supreme Court</u>		
Shifts and Days:	<u>Monday - Friday 1st</u>	Job Location:	<u>Any of 4 County locations</u>
Restrictions/Limitations:	<u>Pending Availability of Funds-Unclassified</u>		
Position Covered by Collective Bargaining Union Agreement:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Bargaining Unit:	<u>Rhode Island Council 94, Local 2448, AFSCME</u>		

INSTRUCTIONS

STATE EMPLOYEE: Applications are now being accepted for the position(s) indicated. Please complete fully the CS-14 Application form; and the RIEEO 378 Affirmative Action Card. Remember to include either on the application or within a cover letter, both the Position Title and Number.

MOST IMPORTANT- please include the following information:

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|--|----------------------------------|
| ◆ The title of the position for which you are applying | ◆ Date you entered State service |
| ◆ Name of department where you are currently employed | ◆ Your business telephone number |
| ◆ Title of your present position and date you entered it | ◆ Present Union Affiliation *** |

***In certain agencies, bargaining union applicants will receive preferential consideration according to contract

NON STATE EMPLOYEE: Please submit an Application Letter and Resume to the address below. Please include the Position Title and Number.

MEDICAL INFORMATION: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules and Regulations of the Americans with Disabilities Act (ADA)

DUTIES /RESPONSIBILITIES:

To do cleaning, custodial and simple maintenance work. Duties are assigned individually in detail: Clean (sweep, strip, dust, scrub, mop, wash, or vacuum) polish or wax floors, walls, windows, woodwork, furniture and equipment in offices, halls, wards, staff quarters, dining rooms, kitchens, bathrooms, rest rooms, operating rooms and laboratories; Clean plumbing fixtures; Collect and dispose of garbage and other wastes; move, or assist in moving, furniture and equipment; clear walkways of snow; provide washrooms with soap, towels and other necessary supplies; to perform minor repair work on buildings or equipment or to assist a maintenance person in such work; run errands; clean sidewalks and perform manual labor in connection with lawn and garden maintenance; to operate buffer and floor scrubbing machines; and to do related work as required. The work is closely supervised while in process and reviewed upon completion for overall efficiency and effectiveness.

EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:

A working knowledge of the equipment and methods used in cleaning and custodial work; the ability to understand and carry out simple verbal directions; related capacities and abilities. Education sufficient to follow simple verbal directions. At time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Apply within the application period as shown in this announcement. **NOTE:** Some state union contracts allow a 3 day grace period for receipt of application. This Office does not assume responsibility for applications sent through the mail.

SEND RESUME AND/OR CS-14 Application to:

Marisa P. White
Assistant State Court Administrator/Employee Relations
250 Benefit Street
Providence, RI 02903
Fax: 401-222-2625

TDD#: 401-222-3269

(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

AMERICAN WITH DISABILITIES ACT (ADA) PROVISIONS

Reasonable Accommodation:

If an applicant is unable to perform any essential job functions because of his/her disability, but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.